

EXAMPLE

CERTIFICATE OF MAILING

Commonwealth v. John Doe

Case No. 12345; FS Lab No. C02-6789

A Certificate of Analysis, dated 4/17/2002, was issued by the Department of Forensic Science as a result of post-conviction testing ordered by the Court in the above-referenced case. I hereby certify that, on this 6th day of April, 2002, the results of this testing were mailed to the Clerk of the Court and to the parties as indicated:

The original Certificate of Analysis was mailed, FedEx return receipt requested, to the Clerk of the Court at the following address:

Warren Circuit Court – Criminal Section
1 E. Main St.
Front Royal, VA 22630;

A copy of the Certificate of Analysis was mailed, FedEx return receipt requested, to the attorney for the Commonwealth at the following address:

Walter E. Hibbard
Commonwealth's Attorney
104 South Royal St.
Front Royal, VA 22630;

A copy of the Certificate of Analysis was mailed, FedEx return receipt requested, to the attorney for the petitioner at the following address:

Katya K. Newton, Esquire
Newton & Herndon
100 W. Oak Ave.
Front Royal, VA 22631; and

A copy of the Certificate of Analysis was sent to the petitioner in care of his/her attorney of record at the above address. The petitioner's copy of the Certificate of Analysis was included with the copy sent via FedEx to his/her attorney.

Name
Regional Forensic Laboratory Director